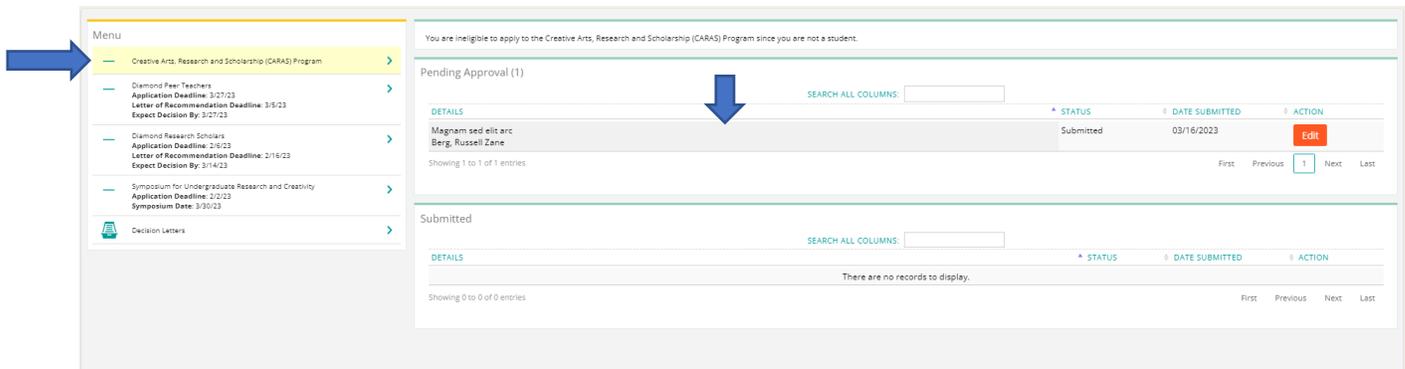


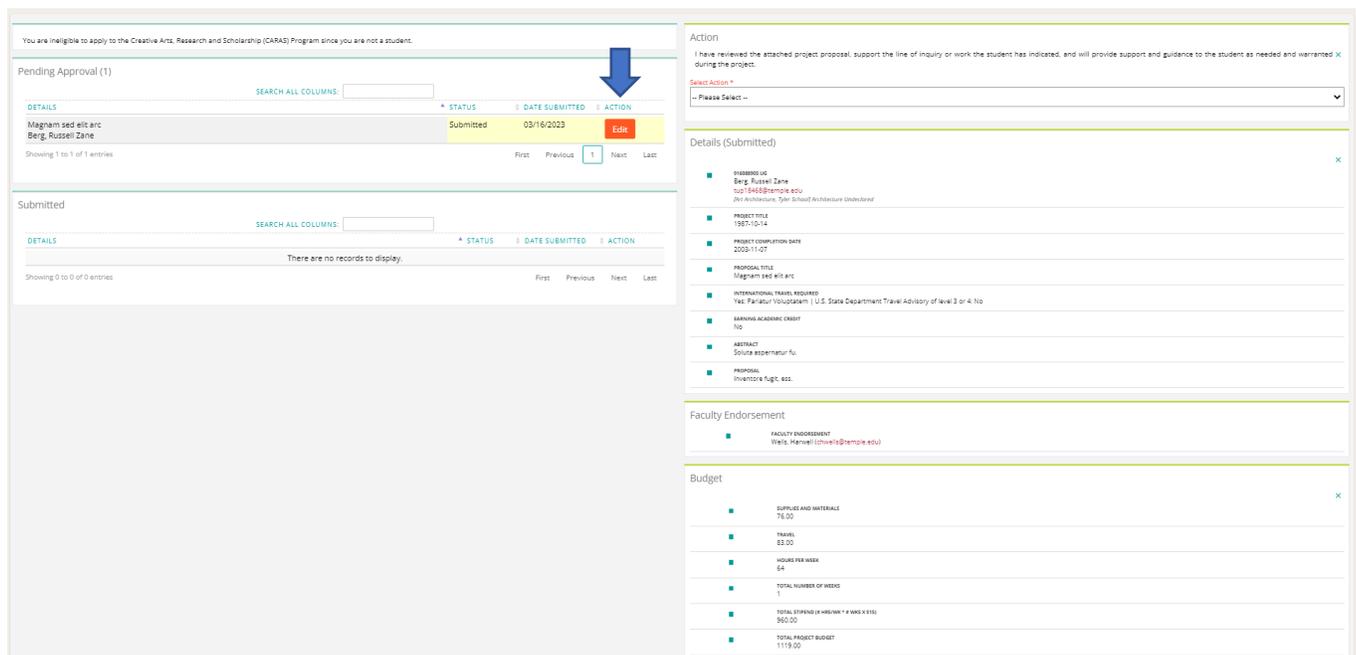
CARAS Project Grant Portal Application Instructions for Faculty Mentors

New in 2023: CARAS Project Grant Applications must be submitted and reviewed entirely through TU Portal. PDF and paper applications are no longer accepted.

After your student submits their CARAS application online (and lists you as their faculty mentor on the application), you will receive an email notification requesting your endorsement. Please navigate to the Enrichment Programs Portal (<https://tuportal6.temple.edu/group/home/enrichment-programs>) and click on the “Creative Arts, Research and Scholarship (CARAS) Program” tab. Any applications pending your endorsement will appear on the right-hand side.



In order to view an application, click the orange “Edit” button next to their submission. Review the application details, essays, and budget.



After reviewing the application, if you decide to endorse the application please select the “Endorse” action from the drop down menu and type any comments about your decision in the box below. Hit the orange “Endorse” button to complete your action.

Action

I have reviewed the attached project proposal, support the line of inquiry or work the student has indicated, and will provide support and guidance to the student as needed and warranted X during the project.

Select Action *

Endorse

Comments

Endorse

If, after reviewing the application, you decide not to endorse their application, or if the student never reached out to you about serving as their faculty mentor, please select the “Do Not Endorse” action from the drop down menu and type any comments about your decision in the box below. Hit the orange “Not Endorsed” button to complete your action.

Action

I have reviewed the attached project proposal, support the line of inquiry or work the student has indicated, and will provide support and guidance to the student as needed and warranted X during the project.

Select Action *

Do Not Endorse

Comments to Student

Not Endorsed

There is one more step after endorsement- the letter of recommendation.

Once you submit your endorsement, you will receive another email notification asking you to submit a letter of recommendation in support of the endorsed student application. Click the link in the email or visit this link: <https://tuportal6.temple.edu/group/home/letter-of-recommendation> in order to type or paste your letter. We would recommend typing your letter in a separate document and pasting it into this box so that you have another copy saved in case of technical issues.

Letter of Recommendation

Recommendation: Russell Berg (916088905) For CARAS

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